

Victorian Clay Target Association

Assistance Fund Policy

Policy Number: VCTA-POL-EPA-001

Version: 1.0

Approval Date: 16/02/2026

Approved By: Victorian Clay Target Association Executive Committee

Review Date: 16/02/2028

1. Policy Statement

The Victorian Clay Target Association Inc. (“VCTA”) establishes and maintains the Assistance Fund (“the Fund”) to support affiliated member clubs in managing compliance, enforcement and regulatory matters arising under the Environment Protection Act 2017 (Vic) and the regulatory functions of Environment Protection Authority Victoria (EPA Victoria).

2. Purpose

The purpose of the Fund is to assist member clubs facing EPA related matters by contributing to appropriate professional and technical costs. The Fund operates as assistance of last resort.

3. Scope

This policy applies to all VCTA-affiliated clubs in Victoria and all monies held or administered by VCTA for EPA-related purposes.

4. Definitions

EPA Matter: Any investigation, audit, notice, direction, enforcement action, or policy matter administered by EPA Victoria that materially affects clay target shooting operations.

Fund: The Assistance Fund.

Executive Committee: The Executive Committee of the Victorian Clay Target Association

5. Eligible Expenditure

Funds may be applied to legal advice, expert technical reports, specialist consultant services, regulatory submissions and other professional services directly related to EPA matters.

6. Eligible Expenditure

Funds must not be used for general operating expenses, capital works, non-EPA related matters, personal disputes, employment matters, fines or penalties.

7. Eligibility Criteria
Applicant clubs must be current financial member clubs of VCTA. The EPA matter must directly relate to clay target shooting operations and present a material operational or regulatory risk. Adequate documentation and cost estimates must be provided.

8. Financial Capacity Assessment (Means Test)

Applicant clubs must demonstrate they cannot reasonably fund the EPA Matter without material hardship.

The Executive Committee may assess reserves, financial statements, turnover, liabilities, insurance coverage, and relative cost impact.

Partial or conditional assistance may be approved.

9. Application Process
Applications must be submitted in writing to the VCTA Secretary with supporting documentation, financial information and cost estimates.

10. Assessment and Approval

Applications will be assessed by the Executive Committee based on the above eligibility criteria and Means Test clauses. The assessment may approve, partially approve, impose conditions, or decline funding. All decisions will be minuted.

11. Conflict of Interest

Any Executive Committee member with an interest in an application must declare the conflict and abstain from voting.

12. Urgent Interim Approvals

Urgent interim approvals may be granted jointly by the President and Treasurer and must be ratified at the next meeting.

13. Funding Limits

Funding limits will be determined by the Executive Committee and recorded in meeting minutes. Approval of one application does not constitute ongoing entitlement.

14. Fund Contribution from Membership Fees

An amount of five dollars (\$5.00) from every VCTA membership fee received via the Australian Clay Target Association (ACTA) will be allocated to the Fund and be recorded separately.

15. Payment and Financial Controls

Payments will be made directly to service providers where practicable. Unspent funds must be returned.

16. Misuse and Recovery of Funds

VCTA may require repayment of funds used inconsistently with this policy and take further action if required.

17. Confidentiality

All funded EPA matters are confidential unless disclosure is approved or required by law.

15. Reporting

The Treasurer will maintain accurate Fund records and provide reports to the Executive Committee as requested.

16. Review

This policy will be reviewed every two (2) years or earlier if required.

17. Policy Adoption

Adopted by the Victorian Clay Target Association Executive Committee.

President: _____ Date: _____

Secretary: _____ Date: _____